

University of Rhode Island & Walgreens Pharmacy PGY1 Community-Based Pharmacy Residency Program

Salary, Benefits, and Leave Policies

Our Pharmacy Resident is a salaried employee. The resident will be paid a salary of \$50,000 for the residency program. The resident will be paid on a bi-weekly basis. Resident Pharmacists through the University of Rhode Island and Walgreens Pharmacy PGY1 Community-Based Residency Program are eligible for 14 vacation days. Complete information regarding benefits and other new employee information documents will be discussed with you prior to the commencement of your appointment with a Human Resources representative. We understand this information can be overwhelming and we strongly encourage our resident to discuss any, and all questions related to leave and benefits with our HR representative.

Enrollment in the Community-based Pharmacy Residency program may qualify the resident for deferment of student loans. The resident is advised to consult with one's lending institution for the guidelines and parameters associates with loan deferment due to postgraduate residency training.

The information listed in this section is intended for general reference only. Walgreens Human Resources Department should be contacted for complete information and regulations currently in place for employee benefits.

- The resident will be classified as a Pharmacy Intern Year Six (PHI6) as they await the completion of licensure requirements. The salary will be the contracted resident's salary rate.
- Once licensed as a pharmacist, the resident will be moved to the resident job code of RESP.
- The resident will be paid for time worked, holidays, and paid time off for 12 months, the length of the program.
- The residency program will begin on July 1st and end on June 30th of the following calendar year.
- Health: The resident is eligible to participate in Walgreens Medical Plan after 31 days of employment in the RESP position. The resident will receive enrollment materials shortly before eligibility.

Paid Time Off

Walgreens provides a fluid paid time off policy. Paid Time Off (PTO) is one "bucket" of time that can be used for

vacation, sick needs and personal holidays, and gives residents more flexibility and control over their time off. The PTO and hourly accrual plan provides eligible residents with paid time off to use for vacation, absences due to illness or to care for sick family members, appointments, emergencies, or any other personal needs that require time off from work.

- **Notification:** The resident is to notify their Residency Program Director (RPD) of a PTO request at least 2 weeks prior (or as soon as known) to take the time off needed.
- **Eligibility:** A resident's eligibility for the PTO accrual benefit is determined by their length of service and their regularly weekly average hours worked (12-week average hours worked). You must maintain a 12-week average of at least 30 hours worked per week in order to accrue PTO unless required by law. Resident pharmacists that are new hires to Walgreens are eligible to use accrued PTO at 90 days of service in the RESP role. Paid Time Off is not earned during the PTO eligibility period. Residents whose employment is terminated prior to their completion of the PTO eligibility period, either voluntarily or involuntarily, are not entitled to any PTO payout. Current residents may use any earned PTO accruals as soon as it is credited their PTO accrual bucket.
- **Accrual:** A resident's accrual rate is determined by their job position and length of service. PTO will be calculated and credited to the resident's PTO accrual bucket once a week on Sundays. The amount of PTO a resident earns is calculated by multiplying the accrual rate by the number of hours paid during the previous week, Monday through Sunday. The resident pharmacist will receive their accrual schedule at hire and will be able to view their accrual rate online on People Central.
- For additional information regarding the use of PTO or Walgreens policies on PTO please consult Ask Walgreens (Walgreens HR resource portal).

Professional Leave

Professional Leave is defined as paid time away from the residency training for attendance at RPD approved educational or professional meetings. The resident will not be required to use PTO for the time away to attend approved educational or professional meetings.

Job or further educational training interview (e.g., PGY2 interview) days may not be counted as professional leave. The resident will use accrued PTO for time needed to be away from the residency program.

The resident is responsible for informing your preceptor in advance any of any time that is planned time away so they will be aware. This should be done at least 2 weeks prior to beginning the learning experience to be sure that the preceptor has not already planned activities for the resident during that time.

Unscheduled Absences

If an absence from the residency program is unforeseeable, the resident must notify their RPD as soon as possible.

The program recognizes there are times when a resident may be absent due to unforeseeable and/or unplanned circumstances, such as illness or injury, to care for a sick family member or for other personal emergencies. In these situations, and in any other situations in which the resident is unable to report to work, the resident must contact their RPD and/or preceptor at their site as soon as reasonably possible to inform them of the unscheduled

absence.

An unscheduled absence of up to 3 consecutive calendar days (or as described in your local policy guidelines, e.g., Distribution Center Attendance Policy) will be considered a single unscheduled absence occurrence for purposes of this policy.

The first five unscheduled absence occurrences in a calendar year will be considered excused and will not be subject to disciplinary action, regardless of whether the resident has PTO or other paid time off available. Thereafter, unless an unscheduled absence occurrence is protected by an approved leave of absence such as family medical leave, medical leave, etc., a resident with more than five unscheduled absence occurrences may be subject to disciplinary action, regardless of whether the resident has PTO or banked sick/vacation hours available.

NOTE:

- A resident who is absent for more than 5 consecutive scheduled shifts due to illness must apply for medical leave and must bring documentation (healthcare provider's note or other approved documents) certifying that they are released to return to work.
- A resident on any type of unpaid leave (medical, personal, FMLA, etc.), must use available PTO during that leave. The resident may not take unpaid time off if PTO is available.
- For locations covered by a collective bargaining agreement, that agreement takes precedence over this policy.

Leave of Absence

When health issues, pregnancy, family emergencies, and other personal matters arise, the company provides eligible residents with reasonable time away from work to cope with these circumstances.

When to Apply for a Leave

To take an excused absence from the residency for more than seven consecutive days, the resident must qualify for an approved leave of absence. This includes being injured at work and qualifying for workers' compensation benefits.

The resident should review the different types of leave available to help identify which one may apply to the situation.

How to Apply for a Leave

Once you identify which type of leave applies to your situation, carefully review the specific policy or policies. Those policies describe the specific steps that you must take to apply (including any phone calls to make and forms to complete).

Keep in mind that it is your responsibility to apply for a leave of absence and to submit any necessary paperwork on a timely basis. Failure to do so can result in denial of the requested leave and may negatively impact your employment and benefits status.

Family Medical Leave Act and Corresponding State Laws

For a description of how employees' rights under the federal Family Medical Leave Act (FMLA) and corresponding state laws are applied to the various leaves of absence available to residents, refer to the Family and Medical Leave policy.

Workers' Compensation

When you are injured on the job or contract an occupational disease, workers' compensation insurance may provide you with compensation for missed work time and/or medical expenses.

Be aware that workers' compensation is not a separate type of leave of absence. You must also apply for a paid or unpaid disability leave, as applicable, to properly account for your absence from work. Failure to do so may negatively impact your employment status. Refer to the Workers' Compensation policy for more information.

Military Leave - Called to Active Duty

Certain special rights and benefits apply when you enlist, are drafted, or are called for active duty in the armed services of the U.S. military. Refer to the Military Leave - Called to Active-Duty policy for information.

You will be placed on leave of absence for the period of your active military status, up to a maximum of 42 months. If you return to work at the end of your military service and within 42 months of your last day worked, your original date of hire will be maintained, without the need to request a bridge of service.

For More Information

- Your RPD can assist you in assessing what type of leave of absence might be available to you and help you work through the application process. Provide your manager with as much advance notice as possible, so he or she can effectively assist you with the process and has sufficient time to plan for your absence from work.
- Each leave of absence policy contains information on where to direct your questions. Contact the Danville Unpaid Leave Department with general inquiries.

(The information listed in this section is intended for general reference only. Walgreens My HR web site should be contacted for complete information and regulations currently in place for employee benefits.)

Leave of Absence: Family and Medical Leave

Listed below is an abbreviated description of Walgreen's policies regarding Leaves of Absence. The resident is required to review the comprehensive Walgreens benefits policy and procedures regarding Leaves of Absence before seeking approval.

Policy

The Family and Medical Leave Act allows a resident to request unpaid leave on a continuous or intermittent or reduced-schedule basis, up to the equivalent of 12 weeks per year (or 26 weeks per year where applicable), for the qualifying reasons identified below. When leave is foreseeable, the resident should make a reasonable effort to schedule such Family and Medical Leave so as to avoid disruption to company business. Any questions concerning Family and Medical Leave should be directed to the HR Shared Services Department.

Walgreens family of companies uses the **calendar year** to define the 12-month period for purposes of FMLA leave entitlement (i.e., January 1 to December 31).

Eligibility and qualifying reasons

To be eligible for Family and Medical Leave under the Family and Medical Leave Act (FMLA), the resident must have a total of at least 12 months of service within the last 7 years, have worked at least 1,250 hours during the 12-month period prior to the beginning of the leave, and work at a company location with 50 or more residents

within a 75-mile radius. *

Qualifying Reasons

Up to 12 weeks of unpaid Family and Medical Leave per calendar year must be granted to an eligible resident who requests a leave of absence for the following reasons:

- To care for, or bond with, a newborn, newly adopted, or newly placed foster child
- To care for a child, spouse, same-sex domestic partner**, or parent with a serious health condition
- The resident's own serious health condition that makes them unable to perform the functions of their job
- A qualifying exigency*** that arises because the resident's child, spouse, same-sex domestic partner, or parent is on covered active-duty status or has been notified of an impending call or order to covered active-duty status, in the Armed Forces in a foreign country
- To care for a covered service-member in the Armed Forces
- To care for a covered veteran (i.e., an individual in the Armed Forces discharged or released under conditions other than dishonorable discharge) who is receiving treatment for or is recovering from: a serious illness or injury sustained while in the line of duty, while on active duty, or a pre-existing condition that was aggravated in the line of duty. To be eligible, the covered service-member or veteran must be the resident's child, spouse, same-sex domestic partner, parent, or individual for whom the resident is the next of kin, and Family Medical Leave to care for a covered veteran must commence within five years from the date the veteran left active military service.**** Please note that this leave may be taken for up to 26 weeks in a single 12-month period.

* For a copy of Employee Rights and Responsibilities under the Family and Medical Leave Act, please see FMLA Posting.

** For leave to care for a same-sex domestic partner, please also complete the Affidavit of Domestic Partnership.

*** The following circumstances meet the definition of a qualifying exigency: short-notice deployment; military events and related activities (such as official ceremonies and informational briefings); childcare and school activities; financial and legal arrangements; counseling for the eligible resident, covered service-member, or a child; rest and recuperation; post-deployment activities; parental care. Please see the Request for Leave Form 1372 for additional details.

**** The term "next of kin" means the nearest blood relative of that individual other than his/her spouse, parent, son, or daughter.

Using and requesting family and medical leave

Use of family and medical leave

Family and Medical Leave taken due to the resident's own serious health condition, including pregnancy, may also qualify for Medical Leave. (Refer to information on Disability Benefits and information on Medical Leave). Any time off taken for Family and Medical Leave purposes (including paid or unpaid Medical Leave), and which is not taken for the purposes of caring for a covered service-member who is seriously ill or injured (as described in item #5 in the Qualifying Reasons section above), **will count towards the 12 weeks of unpaid leave allowed annually under the FMLA.**

Family and Medical Leave taken for a qualifying exigency arising out of the fact that the resident's child, spouse, or parent is on covered active-duty status, or has been notified of an impending call to covered active duty status, in support of a contingency operation **will count towards the 12 weeks of unpaid leave allowed annually under**

the FMLA.*****

Family and Medical Leave to care for a seriously ill or injured covered service-member whose serious illness or injury was sustained in the line of duty while on active duty ("military caregiver leave") **may be taken for up to 26 weeks during a single 12-month period.** This 12-month period begins on the first day the resident takes leave for this reason. However, the total amount of time off taken for FMLA leave (including leave for any other FMLA-qualifying reason) cannot exceed 26 weeks during this single 12-month period.

***** Under the FMLA, qualifying exigency leave is available to a child, spouse, or parent of a military member in the National Guard, Reserves, the regular Armed Forces, or a retired member of the regular Armed Forces or Reserves, who is deployed with the Armed Forces to a foreign country.

To apply for a family and medical leave, submit the forms located on myHR by going to Pay and Time Off > Leaves and Time Off, and looking under the Leaves and Time Off Forms heading.

Intermittent or reduced-schedule leave

The FMLA allows a resident to request leave on an **intermittent or reduced-schedule basis**, up to the equivalent of 12 weeks per year, for the above qualifying reasons where medically necessary, except for military caregiver leave, for which the FMLA allows a resident to request leave on an intermittent or reduced-schedule basis, for up to the equivalent of 26 weeks per single 12-month period, for such leave.

If Family and Medical Leave is necessary on an intermittent basis for planned medical treatment relating to a resident, a covered family member, or a service-member, **the resident must make a reasonable effort to schedule treatment so as to avoid disruption to company business.**

If the resident is approved to take leave on an intermittent or reduced-schedule basis, the resident must tell his/her RPD at the time of the absence whether the absence is for the previously certified FMLA reason or that the resident intends the absence to be FMLA-qualifying. Any questions concerning intermittent or reduced-schedule requests should be directed to the HR Shared Services Department.

Requesting family and medical leave

When the need for Family and Medical Leave is foreseeable, **a resident must provide 30 days' advance notice, or as soon as possible if 30 days' notice cannot be given.** Notice of the need for Family and Medical Leave must be provided by the resident to his/her RPD. If the need for Family and Medical leave is unforeseeable, the resident must notify his/her RPD of the need for leave as soon as possible (generally the same day or next day the resident learns of the need for leave).

In addition, the resident must comply with the usual call-in procedures applicable at his/her worksite. Absent extenuating circumstances, the resident's failure to provide timely notice of the need for leave may result in the company delaying or denying the FMLA leave until proper notice is provided.

Upon receipt of notice of the need for Family and Medical Leave, the manager or department director should provide the resident with the Family and Medical Leave application (Form 1372) and appropriate certification form(s).

A resident who is interested in taking Family and Medical Leave must submit a completed request for leave application, supported by the appropriate certification documentation, to the HR Shared Services Department. **Complete and sufficient certification supporting the need for FMLA leave must be submitted within fifteen**

(15) calendar days after the leave is requested. Failure to submit the certification within this timeframe may result in denial of the leave. If the certification is deemed to be incomplete or insufficient, a resident will receive written notice of the deficiencies identified and will have **seven (7) calendar days from receipt of this notice** to resolve any deficiencies and submit complete and sufficient certification. Failure to provide complete and sufficient certification will result in denial of the leave.

The resident may also be required to provide periodic re-certifications supporting the need for leave.

Family medical leave and benefits, state law, and collective bargaining agreements **Effect of taking family and medical leave on benefits**

During Family and Medical Leave, coverage under the company's Health Plan, Dental Plan, Vision Plan, and/or life insurance plans will be continued as if the resident was actively working. Health, Dental, and Vision premiums for the period of time a resident is on an approved Family and Medical Leave will be taken from the resident's pay upon the resident's return to work, unless the resident is receiving Disability Benefit payments. A resident who is on approved Family and Medical Leave who is receiving Disability Benefit payments will have Health, Dental, and Vision premiums automatically deducted from their disability payments (unless the resident requests otherwise in writing to the Disability Benefits Department) until paid disability benefits are exhausted. Contact the HR Shared Services Department at 1-800-825-5467 for more information.

Effect of state law and collective bargaining agreements

If a state law provides for job protected family or medical leave, the state leave and FMLA leave will run concurrently if permitted by law. The FMLA does not supersede any state or local law that provides greater family or medical leave rights, and a resident will receive all benefits and protections to which the resident is entitled under any and all applicable leave laws. In the event a collective bargaining agreement addresses any issues covered by this policy, the collective bargaining agreement provision will apply.

Terms, Conditions, and Calculations Applicable to Family Leave

An eligible resident may take up to 12 weeks of unpaid Family and Medical Leave during a calendar year period (or up to 26 weeks of unpaid leave in a single 12-month period when taking military caregiver leave). The substitution of accrued paid leave time for unpaid Family and Medical Leave described below does not extend the 12- week (or, where applicable, the 26 week) leave period.

Once approved for Family and Medical Leave (regardless of the qualifying reason), available PTO time (or equivalent sick and vacation hours) will be applied towards the resident's continuous or intermittent FMLA leave absences, unless state law requires otherwise. Specific information as to how PTO or equivalent sick and vacation time will be applied towards a resident's approved FMLA leave is described in the Rights and Responsibilities Notice that will be provided at the time a request for Family and Medical Leave is submitted to Walgreens.

Residents who apply for paid disability benefits will also be subject to the terms and conditions described in the Medical Leave policy and in the applicable Summary Plan Description for such benefit, even when the leave qualifies for and runs concurrently with federal and/or state family medical leave.

All residents approved for paid disability benefits during their FMLA absence will be required to use **available current year sick days** (up to a maximum of **five sick days**) or the **equivalent amount of PTO (and/or frozen sick time if PTO is exhausted)**, to cover the 7-day waiting period, as described in the Disability Benefit Plan.

Eligible residents may take up to 26 weeks of unpaid Family and Medical Leave during a single 12-month period for military caregiver leave. However, a resident's leave entitlement, including leave taken for any other FMLA-qualifying reason, may not exceed 26 weeks in the single 12-month period. Where a resident qualifies for leave under the applicable state family medical leave law, and when permitted by state law, time off taken for Family Medical Leave (FMLA) will run concurrently with the state leave.

Family and Medical Leave for the purpose of birth, adoption, or placement of a foster child must be taken in a single continuous period and must be completed within one year of the qualifying event, unless state law differs.

Recertification may be required as often as every 30 days or less when changed circumstances necessitate recertification, and as permitted by law.

At the time a Family and Medical Leave is approved, the HR Shared Services Department or the appropriate leave department will notify the resident of the terms and conditions of the leave.

The RPD must notify the HR Shared Services Department when the resident returns to work.

Employment shall be considered terminated if

- The resident fails to return to work upon the expiration of the leave
- The resident applies for unemployment compensation while on leave and represents that he/she is no longer employed by the company
- The resident accepts new employment while on leave
- The required medical documentation is not submitted to the HR Shared Services Department as requested and/or not submitted in a timely manner
- The resident misrepresents facts in order to be granted Family and Medical Leave

Rights upon returning to work

The resident returning from an approved Family and Medical Leave **must** be reinstated to their former position or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment. A resident will retain their previous date of hire, subject to any applicable exceptions. A resident returning from a leave due to his/her own serious health condition will be required to provide a medical release from a healthcare provider prior to returning to work.

If the duration of Family and Medical Leave exceeds 12 weeks (or the equivalent of 12 weeks if intermittent or reduced-schedule leave) or 26 weeks (where applicable under this policy) and the leave taken is not for the resident's own illness, the resident may apply for a Personal Leave. The resident must meet the eligibility requirements of a Personal Leave.

Additional information

For additional information regarding this policy, contact the HR Shared Services Department at 800-825-5467 or by writing to the following address: HR Shared Services Department, MS #625, P.O. Box 4007, Danville, Illinois 61834.

At the time a Family and Medical Leave is approved, the Danville Unpaid Leave Department or the appropriate leave department will notify the resident of the terms and conditions of the leave.

(Source: Walgreens Family and Medical Leave Policy Effective 5.25.2017. Accessed: July 2021. The information listed in this section is intended for general reference only. The Ask Walgreens web site is to be referenced for complete information and regulations currently in place for employee benefits.)

Leave of Absence: Personal Leave

When you need to take time off from work to attend to personal circumstances, but you do not qualify for a Disability Leave, a Family Leave, or any other type of leave of absence, then you may wish to consider applying for a Personal Leave. Personal Leave is not available for military service or for other employment.

To qualify for a Personal Leave, you must have at least six months' service with the company, and you must work an average of at least 15 hours per week. Personal Leave approval is not automatic. Your Personal Leave must be approved by your RPD, Location Manager, your District Manager, and the Manager of the Danville Unpaid Leave Department.

All current-year vacation must be taken prior to commencing a Personal Leave. Banked vacation can be taken concurrent with Personal Leave upon request to the Danville Unpaid Leave Department.

To apply for Personal Leave, you must submit a completed Request for Leave Form) and provide your RPD of sufficient advance notice of the Leave request. You must specify the reason for, and length of the leave requested and the form must be signed by you, your RPD, your Location Manager, and your District Manager or Department Director.

It is your responsibility to submit this form after you receive the necessary approvals. The Danville Unpaid Leave Department will review this form and then inform you whether your Personal Leave is approved, and the pertinent terms and conditions of your leave.

During a Personal Leave, you are not considered an active employee, and your active participation in company benefit plans will be discontinued during your Personal Leave.

Personal leave for a resident cannot exceed 14 weeks. This includes the combined total of all types of paid and unpaid leaves, unless you return to work for more than 30 days. For purposes of this limit, Personal Leave will be measured from your last day worked, which means that it will include any vacation time that is applied prior to the commencement of your Personal Leave.

It is your responsibility to keep your RPD informed of your return-to-work date and to return to work immediately when you cease to qualify for a Personal Leave. You and your RPD should notify the Unpaid Leave Department when you return to work. For resident granted FMLA leave or Personal leave, employment shall be considered terminated if:

- The employee fails to return to work upon the expiration of the leave, or
- The employee applies for unemployment compensation while on leave and represents that he/she is no longer employed by the company, or
- The employee accepts other employment while on leave, or
- The required medical documentation is not submitted to the Danville Unpaid Leave Department as requested and/or not submitted in a timely manner, or
- The employee misrepresents facts in order to be granted Family and Medical Leave.

The Walgreens policies, procedures, and benefits may be changed at any time. The Employee Services Department will endeavor to publish changes on a timely basis, but there can be a delay between the effective date of a change and the date the new policy is officially published. The policies in the possession of the Director of Employee Services shall be controlling in the event of any conflict. If you have any questions concerning these policies, please email the Employee Services Department at benefits.policies@walgreens.com.

Completion of Residency Program after a Resident's Leave of Absence

In the event that the resident's leave of absence will be longer than 2 weeks the resident will be still expected to complete the full 12-month program in order to ensure that all program goals and objectives of the program have been met.

The resident is expected to return to work upon the expiration of their approved leave to continue the residency program for the program duration of 12 months. The length of the residency program extension will be dependent on the type of leave the resident receives (i.e., FMLA, Personal or Military)

The resident will be required to extend their program past the original end date in order to complete the program schedule. The final decision in regard to program completion will be made under the discretion of the RPD, primary preceptor and District Manager/Healthcare Specialty Supervisor.